

Foothill Transit Executive Board

MINUTES

The regular meeting of the Foothill Transit Executive Board was held Friday, August 29, 2008, at the Foothill Transit Board Room, 2nd Floor, 100 South Vincent Avenue, West Covina.

President Delach called the meeting to order at 8:00 a.m. The following members were present, constituting a quorum of the Executive Board:

Peggy Delach, President
Michael De La Torre, Vice President
Corey Calaycay
Roger Chandler
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Ed Gill, Legal Counsel
Darold Pieper, General Counsel
Lee Millen, Deputy Secretary
Linda Somilleda, Director of Marketing & Communications
Dietter Aragon, Planning Manager
LaShawn King Gillespie, Director of Planning
George Karbowski, Director of Operations
Peter Greenberg, General Manager
Wayne Fritz, General Manager
Dan Griffiths, Zonar Systems
Andrew Sevrin, Board of Supervisors Staff

PLEDGE OF ALLEGIANCE

President Delach led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JULY 25, 2008

The minutes listed above were approved as submitted.

Motion: Member Storing, seconded by Member Chandler
Vote: Unanimously carried

PRESENTATIONS:

5.1 Perfect Check Awards

George Karbowski, Director of Operations and Maintenance, reported on Foothill Transit's monitoring system. During the year 4 to 6 undercover ride checks were conducted in order to investigate ride operations. Some of the concerns the investigations target include the handling of fares, the handling of the coach itself, and interaction with customers, among other matters. If the driver gets a high rating they get a Perfect Ride Check. During the months of April and May the drivers of Arcadia and Pomona received a total of 57 Perfect Checks. This was a good average because 150 Ride Checks are conducted bi-monthly, so a 30% Perfect Ride Check is commendable.

5.2 Contractors' Employee Recognition

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator & Employee of the Month: Jose Melendez, Employee of the Month, who has been a Road Supervisor with Foothill Transit for eleven years, and knows all the bus routes; and Jerry Zerbe, Operator of the Month, who has been with Foothill Transit since October 2007, and is an excellent operator. He averted a potential bus loss due to a fire by extinguishing a smoking engine.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Operator of the Month: Robert Miranda, Operator of the Month, who has been with Foothill Transit for three years with a perfect driving record. He is a line instructor and coaches new drivers; he is also a behind-the-wheel instructor.

The Executive Board commended the awardees.

PUBLIC COMMENT

There were none.

CONSENT CALENDAR:

The Executive Board adopted Consent Calendar items 7 through 12.

Motion: Member Calaycay, seconded by Member Storing
Vote: Unanimously carried

REGULAR AGENDA:

CONTRACT AWARD – PRE-TRIP INSPECTION SYSTEM (IFB NO. 08-025)

Ed Gill, Legal Counsel, recommended that the Executive Board authorize the Executive Director to negotiate final contract terms and conditions, and execute a contract in the

amount of \$295,805.23 with Zonar Systems for all costs of an electronic pre-trip inspection system, excluding actual expenses and charges for travel and freight, which are not included in the total amount but will be paid by Foothill Transit separately (estimated to be approximately \$2,200.00). Funding for this project is included in Foothill Transit's FY 2009 Business Plan.

In April 2008, the Executive Board authorized the issuance of Invitation of Bid (IFB) No. 08-025 for an electronic pre-trip inspection system.

Performing daily pre-trip inspections on Foothill Transit's 314 coaches is a California Highway Patrol (CHP) mandated task. Currently, operators walk around their assigned bus and inspect critical safety elements before leaving the yard for their shift. They manually document any issues identified, and work orders are later entered into the Ron Turley & Associates (RTA) vehicle maintenance system. The current paper-based system is difficult to manage and labor intensive.

Staff conducted a price analysis comparing the IFB bid received with Zonar procurements made by three other transit agencies. Equipment cost per bus, including installation, was used for comparison in the price analysis, and the price bid to Foothill Transit was the lowest. Foothill Transit, unlike the other three agencies, does not intend to purchase the GPS option offered by Zonar because it will reduce the cost of the system by \$100,794.

Dan Griffiths of Zonar Systems explained how the system works; an electronic pre-trip inspection system will utilize hand-held scanners to collect inspection data and transmit it directly to the Foothill Transit electronic vehicle maintenance system (EVIR). This will speed up the process by eliminating hand-written notes and dual data entry, thereby reducing human error. Additional capabilities will allow for reporting and tracking vehicle maintenance, operator performance, regulatory compliance, and improved operational efficiency.

President Delach noted it was a very impressive piece of equipment. In response to Vice President De La Torre, Mr. Griffiths informed the Board that Houston Metro, El Dorado Transit and Las Vegas Transit, among others, are also using the device.

Following discussion, the Executive Board approved staff's above recommended funding for the pre-trip inspection system.

Motion: Member Chandler, seconded by Member Calaycay
Vote: Unanimously carried

PROPOSED SERVICE REFINEMENTS

LaShawn King Gillespie, Director of Planning, reported on several service refinements planned for October 2008 (copy on file). A key initiative in Foothill Transit's FY 2009 Business Plan is the alignment of service levels with current and projected ridership. To accomplish this, staff has been reviewing existing service to bring service hours and areas served better in line with customer demand.

Many of the recommended changes are in response to a proposed change to Federal Transit Administration (FTA) guidelines regarding School Tripper Service, and to make a further distinction between Foothill Transit Service and School Bus Service which Foothill Transit does not provide. The proposed rule clarifies the definition of "tripper service" to "include only existing routes with modified fare collection or subsidy systems, frequency of service, and *de minimis* route deviations from existing route paths...to schools or stops located at, or in close proximity to the schools."

Refinements to existing routes are proposed along with the merging and rerouting of current lines to better serve current customers and prepare for future demand. The routes include lines 178, 185, and the Silver Streak. If approved, these proposed service refinements will take effect with the October service change. The net budget impact in FY 2009 will be a savings of \$791,517.26.

Vice President De La Torre noted his appreciation for Planning's efforts on this project.

Following discussion, the Executive Board authorized the Executive Director to implement the Proposed Service Refinements with Foothill's October Service Change.

Motion: Vice President De La Torre, seconded by Member Storing
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Doran Barnes announced the following: **1.** Several months ago the Board held a workshop on fair technology and fair policy, and staff will report back on the Community Action Partnership (CAP) program. **2.** A JPA meeting will be scheduled for late September or early October to discuss Pasadena's JPA membership. **3.** A Federal grant for the West Covina Park & Ride facility was approved on August 27, 2008; Kevin McDonald was instrumental in securing the grant funding. **4.** Mr. Barnes announced he was recently elected Chairman of the Board of Access Services for Los Angeles County and represents all 18 municipal operators. **5.** The next Executive Board meeting is scheduled for September 26, 2008.

BOARD MEMBER COMMENT

There was none.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9 (c): Two Cases

The Executive Board adjourned to Closed Session at 8:35 a.m.

The Executive Board reconvened from Closed Session at 8:51 a.m.

Darold Pieper, General Counsel, announced that no reportable action was taken in Closed Session.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 8:52 a.m.